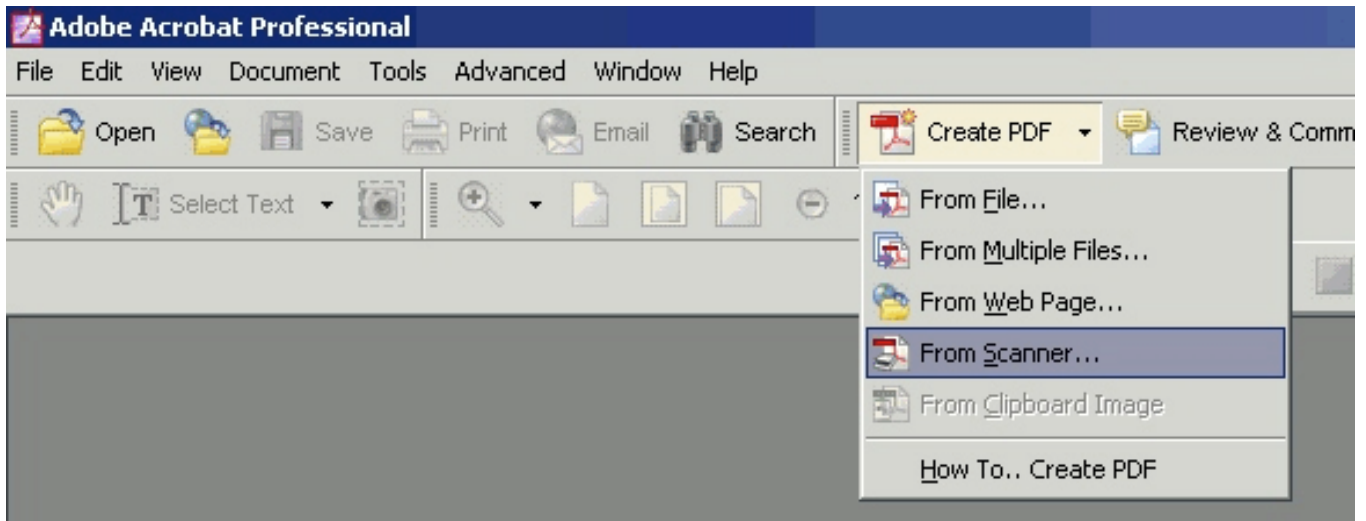


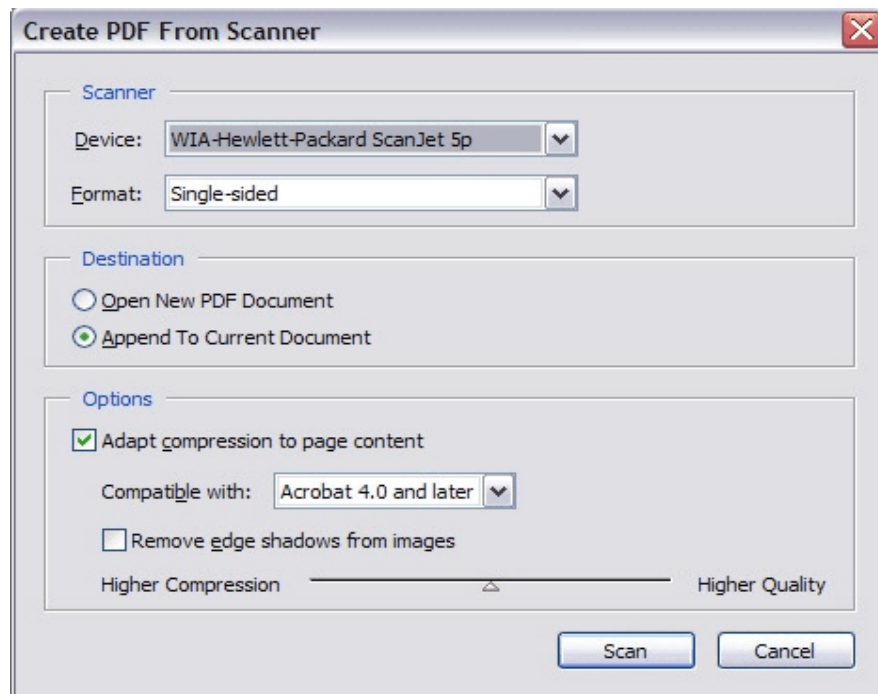
Acrobat 6 - Creating a PDF by Direct Scan

The following instructions are for use with the Adobe Acrobat 6. This being the newest version of Acrobat available, many questions have arisen about the backward compatibility with versions 4 and 5. The following information details the steps necessary to insure that files created in Acrobat 6 can be viewed in previous versions. If you are using another .pdf generating software or a different version of Adobe Acrobat, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

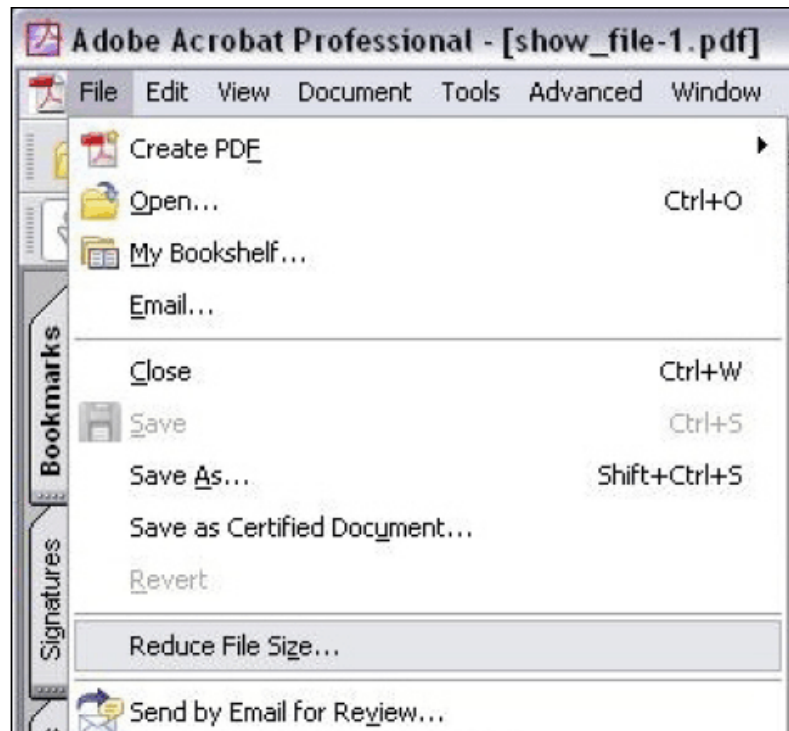
1. Click on the **Create PDF** button on the toolbar (or choose File - Create PDF from the menu).
2. Choose **From Scanner...**



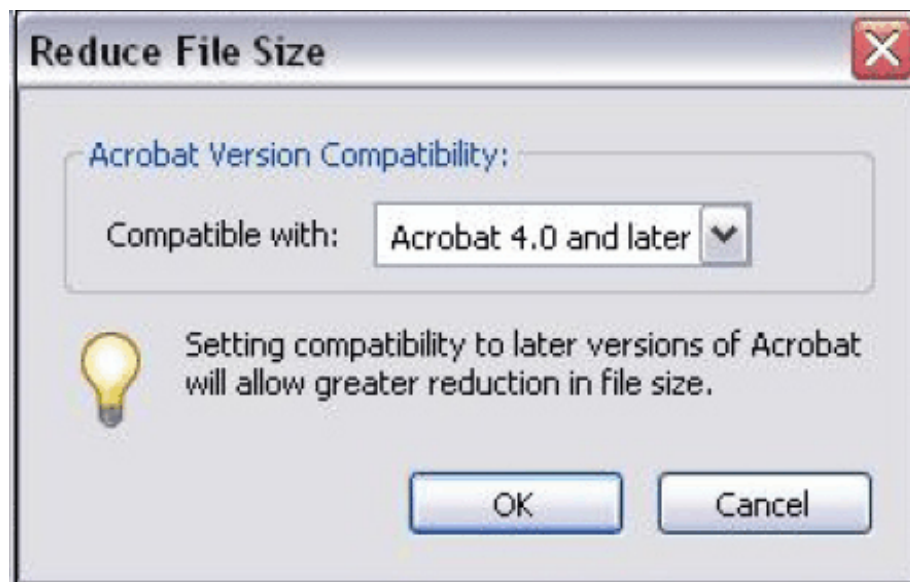
3. The CREATE PDF FROM SCANNER screen displays.
 - a. Choose applicable information in the “**Device:**” field.
 - b. The “Compatible with:” field must be changed to **Acrobat 4.0 and later**.
 - c. Click on “**Scan**”.



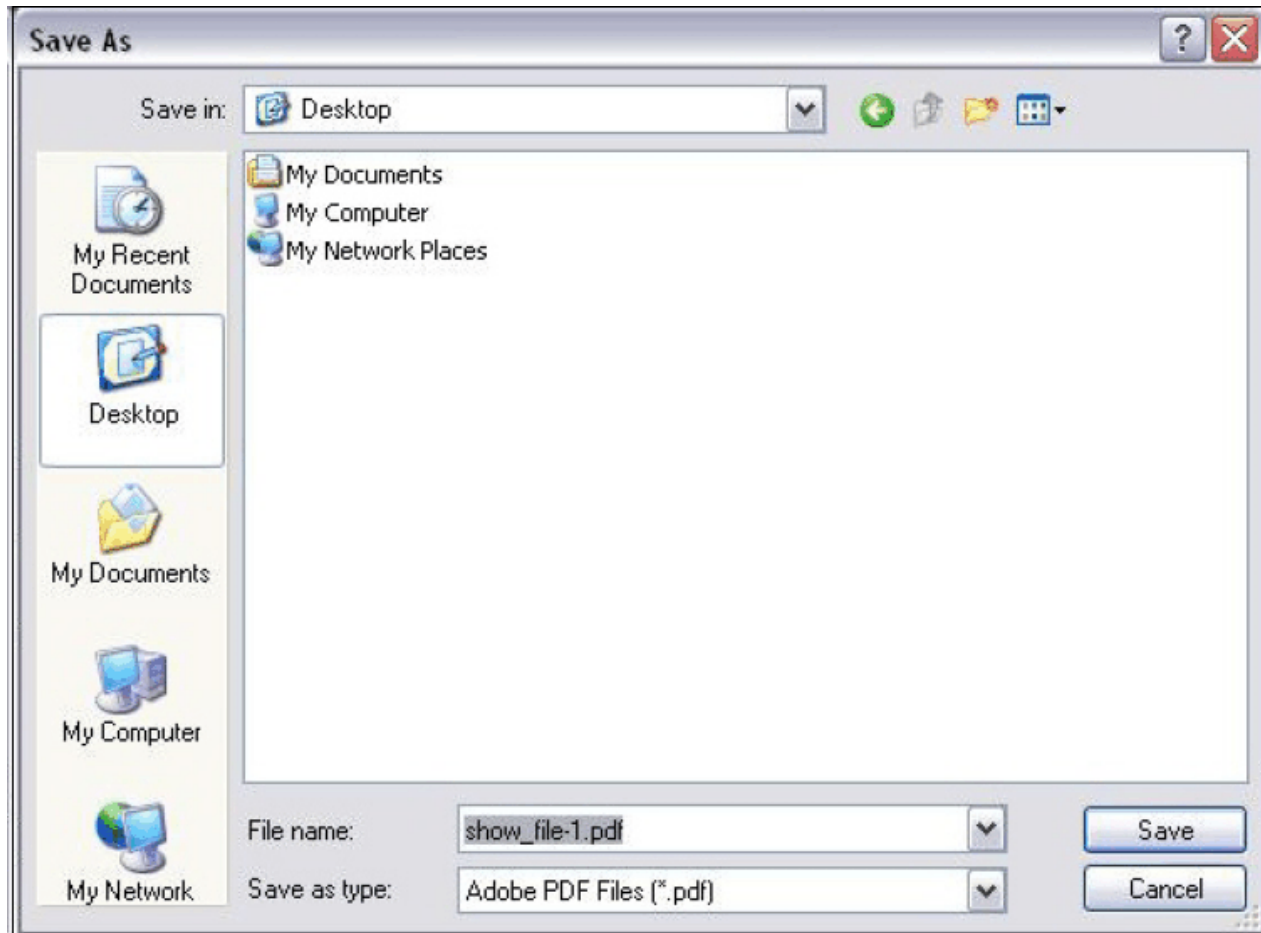
4. After scan is complete do the following (NOTE: Do not use “Save” or “Save As” located under the File toolbar option at this time):
 - a. From the **FILE** link on the toolbar, choose “**Reduce File Size**”.



- b. The REDUCE FILE SIZE screen displays.
 - c. Change “Compatible with” field to “Acrobat 4.0 and later” and click “OK”.



5. The **SAVE AS** screen displays. Name and save document in appropriate location and click the “Save” button:



6. NOTE: Check document properties after saving. The saved document should now be compatible with previous versions of Acrobat. The document properties can be checked fairly easy after this process to insure backward compatibility and to verify that the resulting document is compliant with the 2MB CM/ECF file size limit.

These procedures for saving your .pdf will apply any time you modify a .pdf document in Acrobat 6 (e.g. inserting a page, deleting a page etc...). Use these procedures at all times when saving .pdf files instead of the “SAVE” or “SAVE AS” menu options. The “SAVE” or “SAVE AS” option should NEVER be used on .pdf files that are being submitted to the court.